



Briefing 18/33 September 2018

Local Authority Apprenticeship Programmes – Scotland

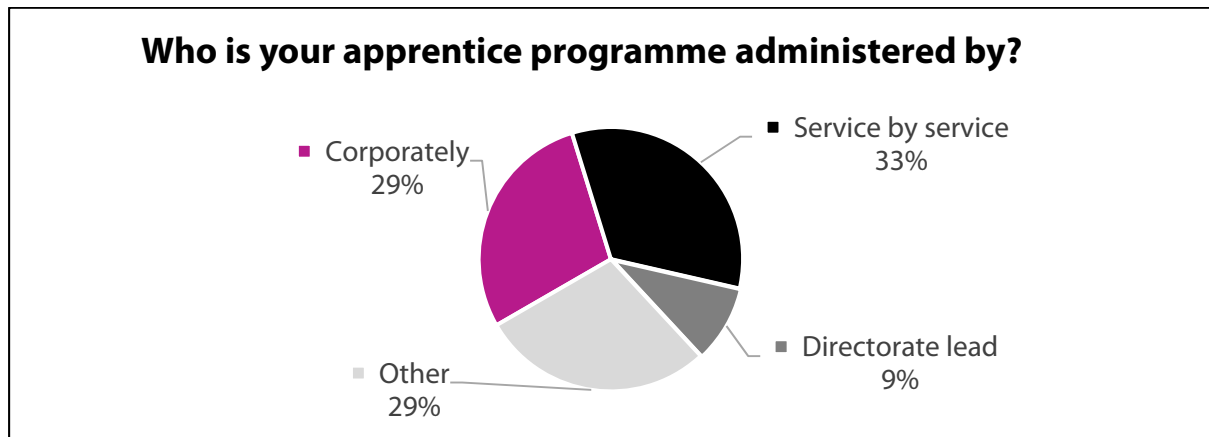
To: All Chief Executives, Main Contacts and APSE Contacts in Scotland

For information only to England, Wales and Northern Ireland

APSE recently carried out a survey on Local Authority Apprenticeship Programmes during May and June 2018. The survey report is available [here](#).

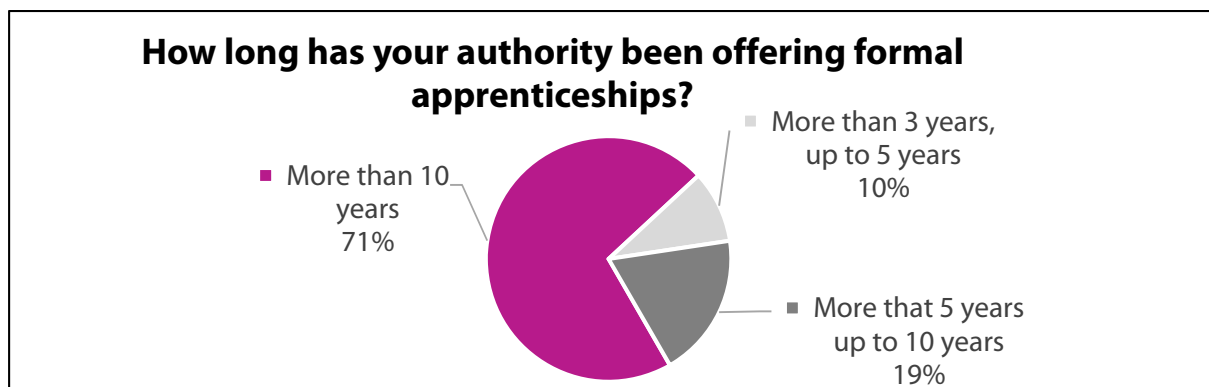
This report provides a summary of the survey responses from 21 Scottish APSE member authorities.

Summary of responses

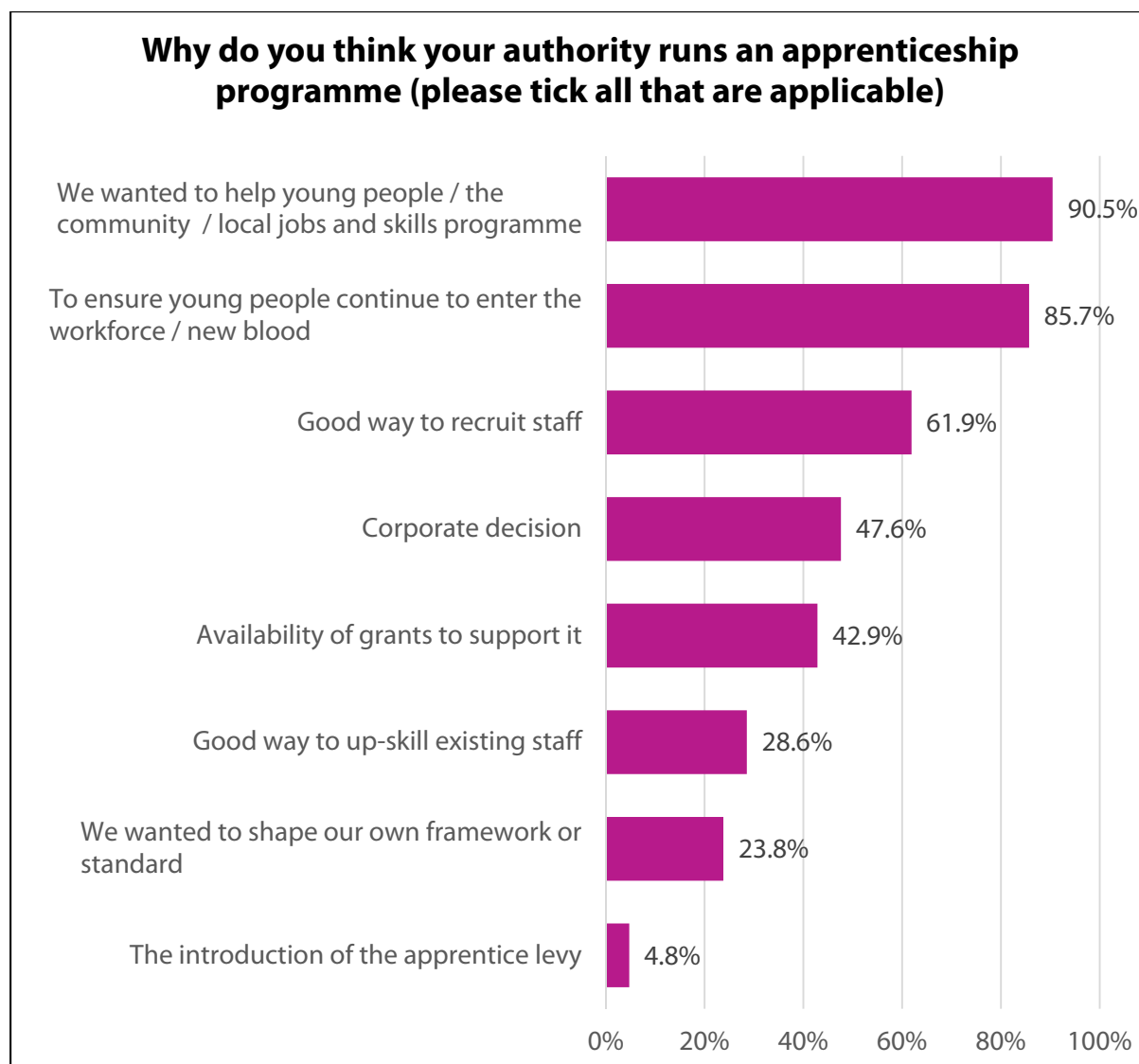


The administration of apprenticeship programmes differed from authority to authority, with 7 being administered “service by service”, 6 “corporately” and 2 by “directorate lead”.

Other responses included: by the “HR unit – safety and training team”, by the “economic development service”, “service led with support from corporate HR” and by a mixture of all.



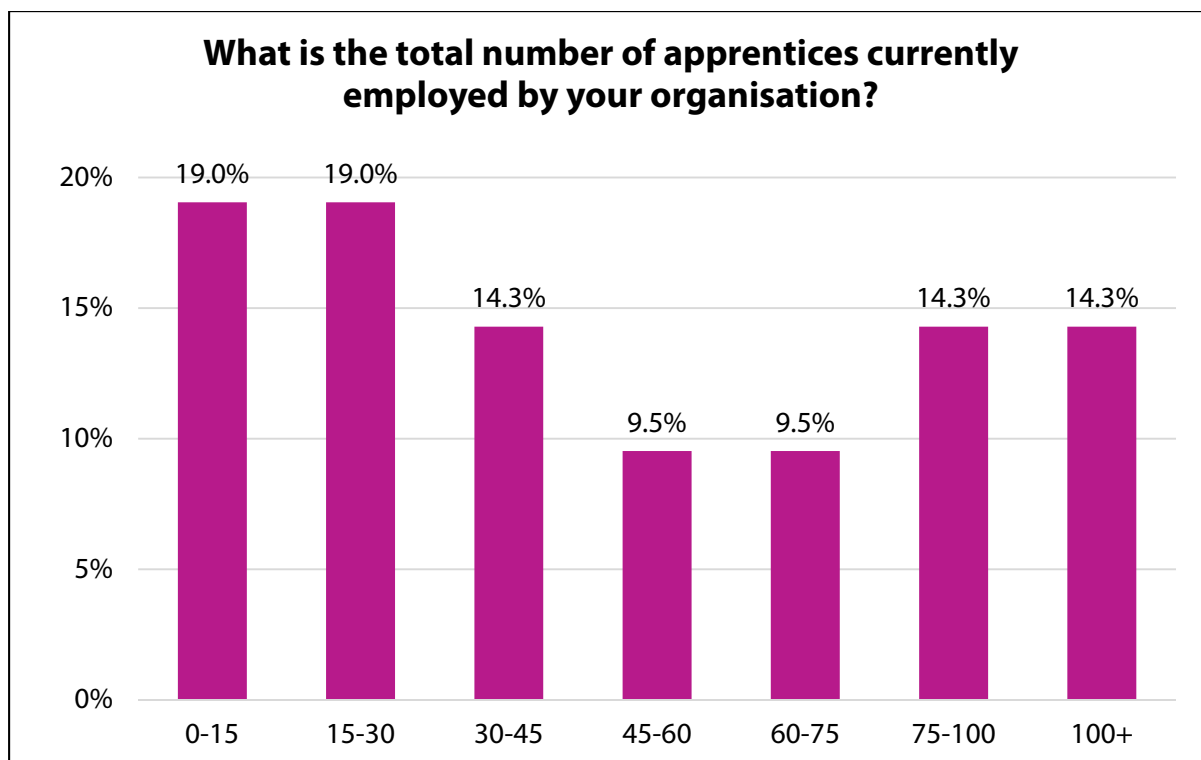
The majority of respondents have been offering formal apprenticeships for more than 10 years (71%) compared to 45.6% in the UK survey.



The majority of respondents think their authorities run apprenticeship programmes because “we wanted to help young people / the community / local jobs and skills programme” (90.5%), “to ensure young people continue to enter the workforce / new blood” (85.7%) and it is a “good way to recruit staff” (61.9%). One authority also noted that as an island authority, apprenticeships help them to meet the skills gaps for hard to fill posts.

The results of the Scotland only survey and the UK survey are broadly similar with few exceptions.

- “The introduction of the apprentice levy” – 4.8% in Scotland, 33.1% in the UK
- “The availability of grants to support it” – 42.9% in Scotland, 27.0% in the UK
- “Good way to up-skill existing staff” – 28.6% in Scotland, 54.7% in the UK



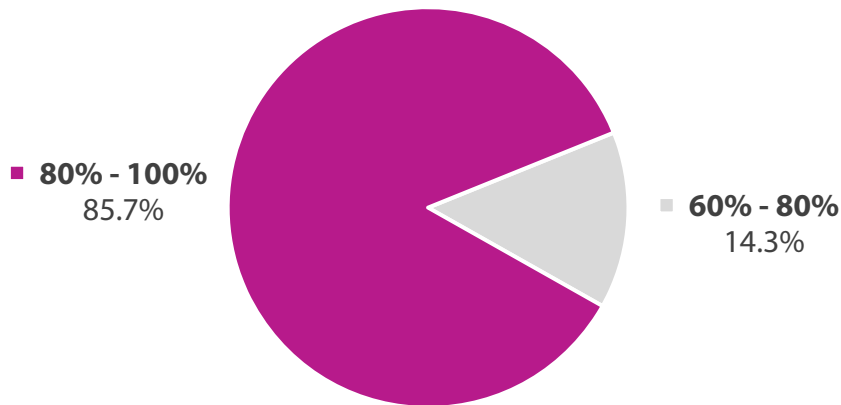
The total number of apprentices employed by respondents is shown in the table above. The answers over 100 apprentices were "137", "approximately 200" and "a current target of 300 at any one time".

Please specify the current number of apprentices in each of the following areas:

	Number of apprentices				
	0-5	5-10	10-15	15-20	20-25
Building Maintenance	5	1	2	1	2
Business, Administration and Law	3	5	1	1	4
Catering	7	0	0	1	0
Cleaning	3	0	0	0	0
Construction	4	3	2	0	4
Crematorium and Cemetery	3	0	0	0	0
Environmental Services	6	1	1	0	0
Highways	9	1	0	2	1
Horticulture and Grounds Maintenance	7	6	1	0	0
Leisure	6	0	0	0	0

The table above shows the number of apprentices in each of the different service areas, showing that local authorities in Scotland offer many different types of apprenticeships. Respondents also indicated having apprentices in: health and social care, child care, social work, IT, early years and renewable energy.

What is the percentage of apprentices who complete their full apprenticeship with you?



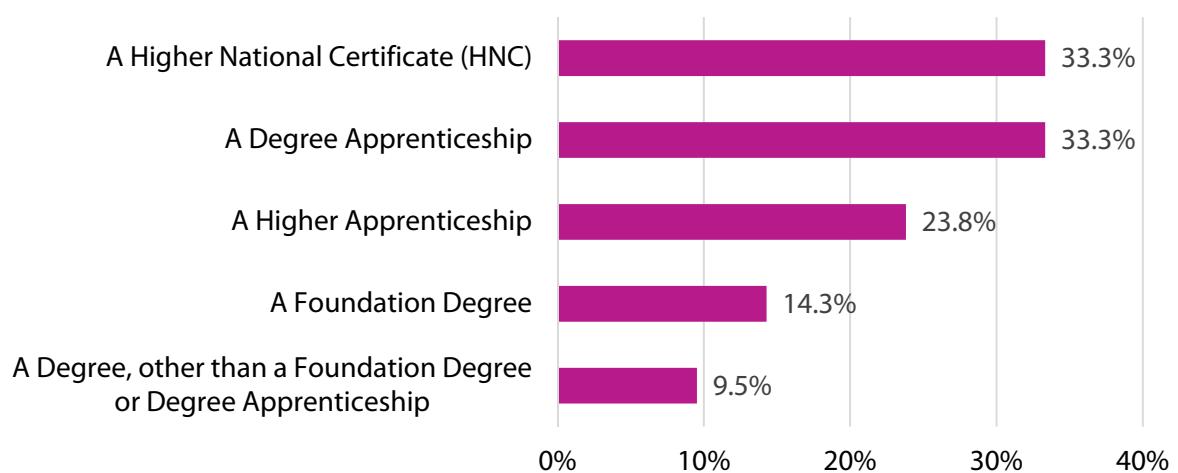
The percentage of apprentices who complete their full apprenticeships with Scottish Councils is very high, with the majority being between 80% to 100%.

The percentage of apprentices that are offered a permanent role at the completion of their apprenticeship varied from 0-10% (1 respondent), 10-20% (2 respondents), 20-30% (3 respondents) with the remaining 15 responses ranging from between 50% to 90%.

Respondents offered some additional insight:

- “We seek to convert the majority of apprentices into FTE’s due to ongoing skills shortages and succession planning needs”
- “Ordinarily some form of temporary or permanent employment is offered but this may not be in their chosen field”

Does your authority offer any of the following higher level apprenticeships?



The table above shows the different higher level apprenticeships offered by responding authorities. Other educational offers from respondents included:

- “Our Modern Apprentice Programmes are graded at SVQ2/3”.
- “SVQ Level 2 and 3 Scotland”

- “We do offer apprentices to do an HNC in Construction once their apprenticeship is complete”
- [We offer] “adult apprenticeships”

Has your organisation experienced any of the following benefits as a result of offering and training apprentices?					
	Yes	No	Too early to say	Don't know	No answer
It has helped us develop skills that are relevant to the needs of the organisation	85.7%	4.8%	0.0%	4.8%	4.8%
Improved productivity	76.2%	4.8%	4.8%	9.5%	4.8%
Brought in new ideas to the organisation	76.2%	0.0%	9.5%	9.5%	4.8%
Improved staff morale	76.2%	4.8%	4.8%	4.8%	9.5%
It has improved our ability to attract good staff	71.4%	0.0%	4.8%	9.5%	14.3%
It has helped improved staff retention	57.1%	0.0%	9.5%	19.0%	14.3%
It has helped us win business	38.1%	9.5%	4.8%	28.6%	19.0%

The benefits experienced by responding organisations as a result of offering and training apprentices is shown in the table above. The response was mostly positive.

What are your pay and rewards arrangements for apprentices?		
	Yes	Varies by department
We pay the standard apprentice rate (currently £3.70 per hour for under 19s and first-year over 19s)	19.0%	23.8%
We pay the minimum wage for all apprentices based on their age category (more than apprentice rate)	14.3%	19.0%
We pay a living wage to all apprentices regardless of age	33.3%	14.3%
Do you have an 'improver rate' i.e a lower pay	0.0%	4.8%

Pay and reward arrangements for apprentices are shown above. More detailed responses included:

- “Minimum wage is Scottish Living Wage £8.75 per hour”
- £4.43 in first year, rising to £6.65 in 2nd year (or national minimum wage for age if higher). Craft Apprentices paid at a higher rate across all 4 years”
- “We pay above the apprentice rate, 1st year between £5.63 and £6.99 depending on trade”
- “We pay minimum wage to all apprentices regardless of age”
- “First year 55% of living wage, second year 60%, third year 80% and in fourth year 90%. In second year if MA is 19 years they get 71% of living wage as opposed to 60% and if they are 21 years they get 87% as opposed to 60%”

How do you think the following will change in your organisation in the next 3 years?					
	Increase (start providing)	Remain unchanged	Decrease	Stop altogether	Don't know
The number of existing employees put on apprenticeship training	38.1%	19.0%	19.0%	0.0%	19.0%
The number of people you recruit to start an apprenticeship	38.1%	28.6%	23.8%	0.0%	4.8%
The number of managers put on apprenticeship training	23.8%	19.0%	9.5%	4.8%	38.1%
Apprenticeships in subjects outside you core business	28.6%	23.8%	9.5%	0.0%	33.3%

Changes over the next 3 years are shown above. Although few are planning to stop providing apprenticeships entirely, there is some variance in the future plans across different local authorities.

Recruitment of apprentices

According to the respondents, apprentices are recruited in a variety of ways including through the Council website, working with schools and colleges, careers fayres and through social media. Others specified using MyJobScotland, Apprentice.Scot, HiHope, and one respondent also mentioned attending community groups and advertising in local shops to ensure the message gets as widely as possible.

Apprentice awards

17 of the 21 responding members indicated entering some form of apprentice awards. These included: APSE's apprentice awards and awards by Skills Development Scotland, the SQA, CITB, SBATC, SPADAC, LANTRA, SJIB and STF. Several also entered local college awards and one respondent indicated that the Council runs their own awards scheme.

APSE comment

Like our UK wide results, we can see that in Scotland, local authorities have well established apprenticeship schemes with 71% reporting these had been in place within their authority for more than 10 years. Our report also shows similar results in terms of the reasons why local authorities run these programmes with the top three answers relating to helping provide local jobs, helping young people enter the workforce and finding it a good way to recruit staff. With one specific response from an Island Council highlighting these schemes help to meet the skills gaps for hard to fill posts.

It is also important to note that 85.7% of respondents confirmed between 80%-100% of apprentices complete their full apprenticeship with the council. With over 70% of Scottish respondents also noting 50% up to 90% of those apprentices are then offered a permanent role within the council.

APSE is a passionate supporter of apprenticeship schemes and the wide number of benefits they bring to an organisation including developing talent. Some of the local authority benefits recorded from our survey can be seen on page 5 of this report and include developing skills relevant to the needs of the organisation, increased productivity, bringing new ideas to the organisation and improving staff morale. APSE run a number of apprentice awards schemes, more information on all of these areas can be found on our website or by [clicking here](#) The aim of our Apprentice Awards is not only to give recognition to our future tradespersons/ professionals but also to the Councils themselves who continue to invest in and provide first class training and employment initiatives in bone-fide Craft/Modern Apprenticeship schemes. Our Scottish Building and Housing apprentice of the year awards are now open, for more information or to enter a local authority apprentice please email Laura McNab on Lmcnab@apse.org.uk

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